

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 June 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 22, Week of 28 May - 3 June 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 28 May there were [] people in Clerical Induction Training.

25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 28 May 1957.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 28 May were as follows:

25X1

	Tested	Qualified
Typewriting	[]	

25X1

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 3 June were as follows:

25X1

	Tested	Qualified
Shorthand	[]	
Typewriting	[]	

25X1

25X1

5. Instructors on Leave. [] Chief, Clerical Induction was on leave during the week of 28 May; [] Instructor, Clerical Orientation was on leave for 3 June; [] Instructor, Clerical Refresher was on annual leave for 31 May and [] Instructor, Clerical Refresher took leave on 29 and 31 May.

25X1

6. Instructor Transferred. [] Instructor, has been transferred from Clerical Refresher to Clerical Induction effective 3 June.

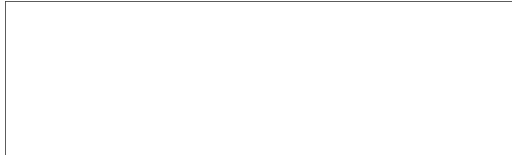
25X1

25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

7. Staff Members of Clerical Training Auditing Administrative Procedures. Staff members from Clerical Training are auditing specific lectures in the Administrative Procedures program. At the suggestion of the Chief of the Administrative Training Faculty, a study is being conducted to determine whether or not a portion of the subject matter covered in this first week might be incorporated into the Clerical Induction Training or the Clerical Orientation Training programs.



25X1

CONFIDENTIAL